

Multifamily Weatherization Program

Customer Guidelines

Thank you for your interest in Seattle City Light's Multifamily Weatherization Program. By following these guidelines you will be sure to have a smooth and trouble-free experience improving the energy efficiency of your building.

PROGRAM DESCRIPTION

- The Multifamily Weatherization Program offers financial incentives to improve the energy performance of electrically heated apartments and condominiums of 5 units or more.
- A signed Agreement between you and Seattle City Light is required **before** work begins.
- Incentives are available for insulation, window, and lighting upgrades:
 - Windows: \$5.00 per square foot for the replacement of single pane windows with approved double pane units. \$3.00 per square foot for the replacement of qualifying older aluminum double pane windows.
 - 50% discount on insulation costs, up to a cost cap maximum.
 - 70% discount on efficient lighting and controls in common areas like hallways, stairwells, lobbies and exteriors, up to a cost cap maximum.
 - FREE water and energy-efficient showerheads and faucet aerators for units with electric water heat.
- Because both building insulation and lighting upgrades are very cost-effective energy savers, Seattle City Light requires that they be done before the more expensive window retrofits can be undertaken.
- You may use your own licensed contractor to do the retrofit work, or choose someone from City Light's Multifamily Weatherization Participating Contractors List. Note that inclusion on the list only means the contractors have participated in the program in the past; it does not mean Seattle City Light recommends them over others. Please see City Light's brochure entitled: How to Select a Weatherization Contractor.
- Projects must comply with all applicable Federal, State and local laws, codes and ordinances. Completed work will be verified by Seattle City Light Program Coordinators on-site prior to incentive payment. Verification is done to ensure that the incentive can be paid – it does not mean that the project meets code requirements, nor does it imply that Seattle City Light warrants any of the work.

HOW TO PARTICIPATE

1. First, review the Bidding Packet enclosed. It includes:
 - An Initial Incentive Estimate, which describes eligible measures, estimated quantities, and estimated incentive amounts. Remember that these are only estimates; incentives are based on contractor prices and will be determined once those prices are known.
 - Contractor Participation Instructions.
 - Multifamily Weatherization Program Specifications (with installation requirements).

2. Next, give the Bidding Packet to contractors of your choice, and request an estimate based on City Light's requirements. You may have more than one contractor involved (i.e. windows, lighting, insulation contractors). Make sure your contractor understands that a City Light incentive is being offered, and give them all of City Light's requirements (also available on the web at (www.seattle.gov/light/conserves/resident)). If you would like a list of contractors who have worked with us in the past, please call to request one.
3. After you have selected your preferred contractor bid, send it to City Light in the enclosed envelope. If multiple contractors are included in the project, please collect all of your bids and send them all in at the same time.
4. City Light will review the bids. The purpose of City Light's review is to:
 - Confirm quantities on the bid (square footage of windows, walls, and insulation; number of light fixtures, etc.)
 - Verify that materials, products, and activities meet program specifications.
 - Calculate the incentive amount based on costs proposed by the contractor, and check that these are within Seattle City Light cost-control limits.

If City Light has questions or needs more information, we may contact you or the contractor. If significant discrepancies or ambiguity exists, we may ask you to get a new bid from the contractor that clearly and completely defines the scope of work.

5. Once City Light's review is complete, we will draw up a Multifamily Weatherization Agreement with incentive amounts based on your bids, and send it to you. Please review the Agreement carefully, sign it and send it back to us. Again, please do **not** allow any work to begin yet.
6. City Light will sign the Agreement and mail a copy to you, along with a letter telling you your project may now proceed. Now work can start on site.
7. As work proceeds, please contact us if you have questions or if you consider making any changes to the scope of work. Be sure to check with us **before** you make the changes, since the changes could affect the incentive amount. City Light will not pay for additions to the project without this prior notification.
8. After the job is complete, call us to schedule a verification visit, or send us a copy of your invoice. City Light Program coordinators will conduct an on-site verification to make sure the measures were installed as required.
9. Incentive checks will be mailed within 30 days of job verification.

Feel free to contact our Program Coordinators should you have questions during any point in your project. Terry Takeuchi can be reached at **(206) 684-4278** and Lois Fulwider at **(206) 684-4918**. Thank you for participating!